

FDD Notice 3/62

21 June 1962

CONTROL OF FUNDED PROJECTS

To facilitate processing of source materials for Funded Projects and to relieve analysts of clerical and technical responsibilities the following procedures will be effective this date:

a. Original source material will be forwarded to Control Section, Room 356-60, identified by attaching 3 x 5 cards in duplicate bearing necessary instructions. (Please refer to FDD Notice 2/62.) Responsible Officers will attach a separate note to 3 x 5 cards when original source may not be released from the Division but will refrain from initiating reproduction prior to submittal to Control.

b. Control Officers will make the page estimate and record same against appropriate project. Information concerning volume of flow may be obtained from Control at any time by a Responsible Officer; otherwise estimated volume of flow will be reported monthly with the customary cost-accounting report.

c. Control Officers will determine proper methods for reproduction of illustrations or duplication required, and will exercise special care in examining microfilm and photostated materials.

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J. J. BAGNALL
Chief, Foreign Documents Division

FDD Notice 2/62

21 May 1962

TRANSMITTAL OF SOURCE MATERIALS FOR FUNDED PROJECTS

1. To provide a standard procedure for Responsible Officers and for Case Officers to use in the transmittal, suspense, and rough accounting for sources and related projects, the following method has been established:

a. A blank 3 x 5 carbon interleaf card (Form 1426 - obtainable through Building Supply) will be used as the control instrument.

b. The standard format to be used by all Responsible Officers, in whole or in part as a project requires, is as follows:

LANGUAGE	Control Number Date of transmit.
Sources [Title(s)/No.]/pp. 000-000 Remarks or instructions	

c. A typical card, prepared in triplicate, will appear as here shown:

RUSSIAN	<div style="border: 1px solid black; width: 150px; height: 20px; margin: 0 auto;"></div> <div style="text-align: center;">11 May 62</div>
Voprosy Filosofii, No. 3, 1962, pp 79-93 "Application of Cybernetics to Industrial Planning"	
Photo produce tables on pp 81 and 84 Omit picture on p 85.	

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GROUP 1
Excluded from automatic
downgrading and
declassification

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7

d. Responsible Officers wishing to transmit material by batches without accounting for individual sources or item titles shall use the "source" and "remarks" area of the format to identify material and specify required action, e.g., "6 Czech newspapers. Translate marked items."

e. The original of the triplicated card will be retained by the Responsible Officer, one carbon by the field case officer, and the third carbon will remain stapled to the material.

2. Material requiring reproduction of illustrations (tables, graphs, charts, photos, et cetera) will be submitted to Control Section (Room 352) prior to transmittal for field office action.

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Chief, Foreign Documents Division

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